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## PART-IIA

GOVERNMENT OF MEGHALAYA

ORDERS BY THE GOVERNOR

### NOTIFICATIONS

The 14th August, 2013.

**No.HPL.194/2011/54.**—In pursuance of Section 14 of the Meghalaya Police Act, 2010, the Governor of Meghalaya is pleased to convey approval to the setting up of the Security Wing under Special Branch Organisation, at Special Branch Headquarter, Shillong headed by an officer of the rank of Inspector General of Police for collection, collation, analysis and dissemination of intelligence.

**F. KHARLYNGDOH,**

Commissioner & Secretary to the Govt. of Meghalaya,  
Home (Police) Department.

The 23rd August, 2013.

**No.LJ(B).33/2012/10.**—The Governor of Meghalaya with the approval of the Hon'ble High Court of Meghalaya is pleased to empower the District & Session Judge, Shillong as the Special Court for the whole State of Meghalaya for trial of scheduled offences under Section 22 of the National Investigation Agency Act, 2008 and under Section 45 of the Unlawful Activities (Prevention) Act, 1967 as amended.

**L. M. SANGMA,**

Secretary to the Govt. of Meghalaya,  
Law Department.

The 31st July, 2013.

No. SW(S) 15/2008/258:- In exercise of powers conferred by Section 32 of the Maintenance and Welfare of Parents and Senior Citizens Act, 2007 (Central Act No. 56 of 2007) the State Government do hereby makes the following Rules, namely:-

1. **Short Title and Commencement** (1) These Rules may be called the Meghalaya Maintenance and Welfare of Parents and Senior Citizens Rules, 2012.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. **Definition**:- (1) In these Rules, unless the context otherwise requires:-

- (a) "Act" means the Maintenance and Welfare of Parents and Senior Citizens Act, 2007 (No. 56 of 2007);
- (b) "Application" means an application made to a tribunal under section 5;
- (c) "Blood Relations" in the context of a male and female inmate means father, daughter, mother, son, brother and sister (not cousins);
- (d) "Form" means a form appended to these rules;
- (e) "Government" means the Government of Meghalaya;
- (f) "Inmate" in relation to an old age home, means a senior citizen duly admitted to reside in such a home;
- (g) "Opposite Party" means the party against whom an application for maintenance has been filed under section 4;
- (h) "Presiding Officer" means an officer appointed to preside over a Maintenance Tribunal referred to under sub-section (2) of section 7 or an Appellate Tribunal under sub-section (2) of section 15;
- (i) "Schedule" means a Schedule appended to these Rules;
- (j) "sections" means a section of the Act;

(2) Words and expressions defined in the Act but not defined in these rules shall have the meanings respectively assigned to them in the Act.

3. **Constitution of Maintenance Tribunal** – (1) The Govt. of Meghalaya shall, by notification in the Official Gazette, constitute for each sub-division one or more Tribunals, and where there is no Sub-division in a District, one or more Tribunals for such areas as may be specified in the notification for the purpose of adjudicating and deciding upon the order for maintenance under section 5.

(2) The Tribunal shall consist of an ADM or SDM of the sub-division, as the case may be and two other members, of whom one shall be a woman.

(3) The maintenance tribunal shall have all the powers of a civil court for all purposes of section 195 and chapter XXVI of the CrPC 1973.

(a) The ADM/ or SDM of the Sub-Division shall be designated as the Presiding Officer of the Tribunal.

(b) Two other non-official members, one of the whom shall be a woman, shall have the following qualification, namely:-

(i) He should not be less than 35 years of age.

(ii) He should possess a graduate degree from a recognized university

(iii) He should be a person of ability, integrity and standing and should have adequate knowledge and experience of at least 10 years of working with an organization working for the welfare of senior citizens in the area of health, women empowerment and social welfare.

(iv) He should be a permanent resident of Meghalaya.

Provided that a person shall be dis-qualified for appointment as a member if he –

(a) has been convicted and sentenced to imprisonment for an offence which, in the opinion of the State Government involves moral turpitude; or

(b) is an undischarged insolvent; or

(c) is of unsound mind and stands so declared by a competent court; or

(d) has been removed or dismissed from the service of the Government or a body corporate owned or controlled by the Government.

(e) Every appointment in clause (b) shall be made by the State Government on the recommendation of a Selection Committee consisting of the following, namely-

(i) Principal Secretary/ Commissioner and Secretary/ Secretary to the Government of Meghalaya, Social Welfare Department – Chairman.

(ii) Director of Social Welfare – Member

(iii) One representative from the State Counsel for the senior citizens – Member

(iv) One representative from academic bodies concerned with social work, psychology and sociology with experience of working on the issues of aged persons – Member

(v) Any officer, not below the rank of Dy. Director of the Social Welfare Department - Member Secretary.

The Selection Committee at the time of recommending names for appointment as Members of the Tribunal and Appellate Tribunal shall also prepare a panel of names for each Tribunal to fill in vacancies which may arise during the tenure.

(d) The two non-official members shall hold office for a term of three years from the date on which they join the office or up to the age of 65, whichever is earlier;

Provided that a member shall be eligible for re-appointment for another term of three years or up to the age of 65, whichever is earlier, subject to the condition that he/she fulfills the qualification and other conditions for appointment as prescribed and such re-appointment is also made on the basis of the recommendation of the Selection Committee.

(e) A member can resign any time, by giving one month's advance notice in writing under his hand, or he may be removed from his office after holding enquiry by the State Government, if

(a) he has been found guilty of misuse of power vested under this Act,

(b) he has been convicted of an offence involving moral turpitude,

(c) he fails to attend the proceedings of the Tribunal for consecutive four weeks without any valid reasons.

(f) Any vacancy in the Tribunal may be filled by appointment of another person from the panel of names prepared by the Selection Committee constituted under rule 3 (4) (c)

(g) The non-official members of the Tribunal shall be paid sitting allowance as the State Government may determine, but it shall not be less than Rupees Five Hundred per sitting per member.

(h) The Tribunal shall hold its sittings for a minimum of two days a week, which may be increased by the State Government depending on cases and pendency of work.

(i) The Tribunal shall perform the functions of adjudicating and disposing off cases of maintenance to achieve the objects of the Act and in this respect shall be guided by the provisions laid down under Chapter 2 of the Act.

(j) The procedure for the enquiry to be adopted by the Tribunal shall be guided by the provisions of the Sections 5, 6 and 8 of the Act.

**4. Panel for appointment as Conciliation Officers-** (1) Every Tribunal shall prepare a panel of persons suitable for appointment as Conciliation Officers under sub-section (6) of section 6, which shall include the Maintenance Officers designated under section 18.

(2) Every Conciliation Officer shall have the following qualification namely: -

(a) He/she should be associated with an organization which is working for the welfare of senior citizens and/ or weaker sections, or in the area of education, health, poverty-alleviation, women's empowerment, social welfare, or related fields, for at least two year with an unblemished record of service;

(b) He/she should be a senior office bearer of the organization and

(c) He/she should possess good knowledge of the law;

Provided that a person who is now associated with an organization of the kind mentioned above, may also be included in the panel mentioned in sub-rule (1) if he/she fulfills the following conditions, namely -

(i) He/she has a good and unblemished record of public service in one or more of the areas mentioned in clause (a) of sub-rule 2 above, and

(3) The Tribunal shall publish the panel mentioned in sub-rule (1) for general information at least twice every year, and every time any change is effected therein.

(4) The Conciliation Officer shall be paid such honorarium and allowances as may be prescribed by the State Government.

**5. Procedure for filling an application for maintenance, and its registration -** (1) An application for maintenance under section 4 shall be made in Form 'A', in the manner laid down in clauses (a) and (b) of sub-section (1) of section 5.

(2) On receipt of an application under sub-rule (1) the Presiding Officer shall cause -

(a) Its essential details to be entered in a Register of Maintenance Claim Cases, to be maintained by the Maintenance Tribunal.

(b) Its acknowledgement in Form 'B' to be given, notwithstanding anything contained in rule 5, to the applicant or his authorized representative in case of hand delivery, and its dispatch by post in other cases and the acknowledgement shall specify, inter alia, the registration number of the application.

(3) Where a Tribunal takes cognizance of a maintenance claim, suo moto, the Presiding Officer shall, after ascertaining facts, get Form 'A' completed as accurately as possible, through the staff of the Tribunal, and shall, as far as possible, get it authenticated by the concerned senior citizen

or parent, or any person or organization authorized by him and shall cause the same to be registered in accordance with clause (a) of sub-rule (2) above.

**6. Preliminary Scrutiny of the application –** (1) On receipt of an application under sub-section (1) of section 5, the Tribunal shall satisfy itself that –

(a) The application is complete; and

(b) The opposite party has, prima facie, an obligation to maintain the applicant in terms of section 4.

(2) In case where the Tribunal finds any lacunae in the application, it may direct the applicant to rectify such lacunae within 15 days of filling the application.

(3) Every application shall be heard and decided, within 3 months of the date of its presentation.

**7. Notice to the Opposite Party –** (1) Once the Tribunal is satisfied on the points mentioned in sub-rule (1) of rule 5, it shall cause to be issued to each person against whom an application for maintenance has been filed, a notice in Form 'C' directing them to show cause why the application should not be granted, along with a copy of the application and its enclosures, in the following manner, namely-

(a) by hand delivery (Dasti) through the applicant if he so desires, else through a process server; or

(b) by registered post with acknowledgement due.

(2) The notice shall require the opposite party to appear in person, on the date to be specified in the notice and to show cause, in writing, as to why the application should not be granted and shall also inform that, in case he fails to respond to it, the Tribunal shall proceed ex-parte.

(3) Simultaneously with the issue of notice under sub-rules (1) and (2), the applicant(s) shall also be informed of the date mentioned in sub-rule (2), by a notice issued in Form 'D'. \*

(4) The provisions of Order V of the Code of Civil Procedure, 1908, shall apply, mutatis mutandis, for the purpose of service of notice under sub-rules (2) and (3)

(5) The Tribunal shall have all the powers of a Civil Court for the purpose of taking evidence on oath and of enforcing the attendance of witnesses of compelling the discovery and production of documents and material objects and for such other purposes as may be prescribed; and the Tribunal shall be deemed to be a Civil Court for all the purposes of section 195 and Chapter XXVI of the Code of Criminal Procedure, 1973.

**8. Procedure in case of Non- appearance by the Opposite Party:-** In case, despite service of notice, the opposite party fails to show cause in response to a notice, the Tribunal shall proceed ex-parte, by taking evidence of the applicant and making such other inquiry as it deems fit, and shall pass an order disposing of the application.

**9. Procedure in case of admission of claim:-** In case, on the date fixed in the notice issued under rule 6, the opposite party appears and accepts his liability to maintain the applicant, and the two parties arrive at a mutually agreed settlement, the Tribunal shall pass an Order accordingly.

**10. Procedure for impleading children or relatives:-** (1) An application by the opposite party, under the proviso to sub-section (5) of section 5, to implead any other child or relative of the



applicant shall be filed on the first date of hearing as specified in the notice issued under sub-rule (2) of rule 10:

Provided that no such application shall be entertained after such first hearing, unless the opposite party shows sufficient cause for filing it at a later stage.

(2) On receipt of an application under sub-rule (1), the Tribunal shall, if it is prima facie satisfied, after hearing the parties, about the reasonableness of such application, issue notice to such other child or relative to show cause why they should not be impleaded as a party, and shall after giving them an opportunity of being heard, pass an order regarding their impleadment or otherwise.

(3) In case the Tribunal passes an order of impleadment under sub-rule (2), it shall cause a notice to be issued to such impleaded party in Form "C" in accordance with rule 10.

**11. Reference to Conciliation Officer:-** (1) In case, on the date fixed in the notice issued under rule 6, the opposite party appears and shows cause against the maintenance claim, the Tribunal shall seek the opinion of both the parties as to whether they would like the matter to be referred to a Conciliation Officer and if they express their willingness in this behalf, the Tribunal shall ask them whether they would like the matter to be referred to a person included in the panel prepared under rule 4, or to any other person acceptable to both parties.

(2) If both the parties agree on any person, whether included in the panel under rule 4 or otherwise, the Tribunal shall appoint such person as the Conciliation Officer in the case, and shall refer the matter to him, through a letter in Form 'E', requesting the Conciliation Officer to try and work out a settlement acceptable to both parties, within a period not exceeding one month from the date of receipt of the reference.

(3) The reference in Form 'E' shall be accompanied with copies of the application and replies of the opposite party thereto

**12. Proceedings by Conciliation Officer:-** (1) Upon receipt of a reference under rule 10, the Conciliation Officer shall hold meetings with the two parties as necessary, and shall try to work out a settlement acceptable to both the parties, within a period of one month from the date of receipt of the reference.

(2) If the Conciliation Officer succeeds in working out a settlement acceptable to both the parties, he shall draw up a memorandum of settlement in Form 'F', get it signed by both parties, and forward it, with a report in Form 'G', along with all records of the case received from the Tribunal, back to the Tribunal within a month from the receipt of the reference.

(3) If the Conciliation Officer is unable to arrive at a settlement within one month of receipt of a reference under rule 12, he shall return the papers received from the Tribunal along with a report in Form 'H' showing efforts made to bring about a settlement and the points of difference between the two parties which could not be reconciled.

**13. Action by the Tribunal in case of settlement before a Conciliation Officer:-** (1) In case, the Tribunal receives a report from the Conciliation Officer under sub-rule (2) of Rule 11, along with a memorandum of settlement, it shall give notice to both parties to appear before it on a date to be specified in the notice, and confirm the settlement.

(2) In case on the date specified in the notice as above, the parties appear before the Tribunal and confirm the settlement arrived at before the Conciliation Officer, the Tribunal shall pass a final order as agreed in such settlement.

**14. Action by the Tribunal in other cases:-**

(1) In case:-

- (i) the applicant (s) and the opposite parties do not agree for reference of their dispute to a Conciliation Officer as per rule 11, or
- (ii) the Conciliation Officer appointed under rule 11 sends a report under sub-rule (3) of rule 11, conveying inability to work out a settlement acceptable to both the parties, or.
- (iii) no report is received from a Conciliation Officer within the stipulated time-limit of one month, or
- (iv) in response to the notice issued under sub-rule (1) of rule 13, one or both the parties decline to confirm the settlement worked out by the Conciliation Officer,

the Tribunal shall give to both the parties an opportunity of leading evidence in support of their respective claims, and shall, after a summary inquiry as provided in sub section (1) of section 8, pass such order as it deems fit.

(2) An order passed under rule 8, rule 9 or under sub-rule (1) above shall be a speaking one, spelling out the facts of the case as ascertained by the Tribunal, and the reasons for the order.

(3) While passing an order under sub-rule (1), directing the opposite party to pay maintenance to an applicant, the Tribunal shall take the following into consideration:-

- (a) amount needed by the applicant to meet his basic needs, especially food, clothing, accommodation, and healthcare.
- (b) income of the opposite party, and
- (c) value of, and actual and potential income from the property, if any, of the applicant which the opposite party would inherit and/ or is in possession of.

(4) A copy of every order passed, whether final or interim, on an application, shall be given to the applicant (s) and the opposite party or their representatives, in person, or shall be sent to them through a process server or by registered post.

**15. Maximum maintenance allowance:-** The maximum maintenance allowance which a Tribunal may order the opposite party to pay shall be subject to a maximum of Rupees ten thousand per month.

**16. Establishment and Procedure of Appellate Tribunal:-** The Government of Meghalaya shall, by notification in the Official Gazette, constitute for each District, one Appellate Tribunal as may be specified in the notification to hear the appeals against the orders of the Tribunal under section 15 (1) of the Act.

**17. Form of appeal:-** An appeal under sub-section (1) of section 16 shall be filed before the Appellate Tribunal in Form 'I', and shall be accompanied by a copy of the impugned order of the Maintenance Tribunal.

**18. Registration and acknowledgement of appeal:-** On receipt of an appeal, the Appellate Tribunal shall register it in a register to be maintained for the purpose in such form as the State Government may direct, and shall, after registering such appeal, give an acknowledgement to the appellant, specifying the appeal number and the next date of hearing, in Form 'J'.

**19. Notice of hearing to the respondent:** - (1) On receipt of an appeal, the Appellate Tribunal shall, after registering the case and assigning an appeal number, cause notice to be served upon the respondent under its seal and signature in Form 'K'.

(2) The notice under sub-rule (1) shall be issued through registered post with acknowledgement due, or through a process server.

(3) The provisions of Order V of the Civil Procedure Code shall apply *mutatis mutandis* for the purposes of service of notice issued under sub-rule (1).

**20. Scheme for Management of old age homes for indigent senior citizens established under section 19:-** (1) Old age homes established under section 19 shall be run in accordance with the following norms and standards:-

(A) The home shall have physical facilities and shall be run in accordance with the operational norms as laid down in the Schedule.

(B) Inmates of the home shall be selected in accordance with the following procedure:-

(a) applications shall be invited at appropriate intervals, but at least once each year, from indigent senior citizens, as defined in section 19 of the Act, desirous of living in the home;

(b) in case the number of eligible applicants on any occasion is more than the number of places available in a home for admission, selection of inmates will be made in the following manner:-

(i) the more indigent and needy will be given preference over the less indigent applicants,

(ii) other things being equal, older senior citizens will be given preference over the less old, and

(iii) other things being equal, female applicants will be given preference over male applicants.

Illiterate and/ or very infirm senior citizens may also be admitted without any formal application if the competent authority is satisfied that the senior citizen is not in a position to make a formal application, but is badly in need of shelter;

(C) While considering applications or cases for admission, no distinction shall be made on the basis of religion or caste;

(D) The home shall provide separate lodging for men and women inmates, unless a male and a female inmate are either blood relations or a married couple in which case, endeavour shall be made to accommodate the married couple as far as possible;

(E) Day-to-day affairs of the old age home shall be managed by a Management Committee, such that inmates are also suitably represented on the Committee.

(2) State Government may issue detailed guidelines/orders from time to time for admission into and management of old age homes in accordance with the norms and standards laid down in sub-rule (1) and the Schedule.

**P. W. INGTY,**

Principal Secretary to the Government of Meghalaya,  
Social Welfare Department.



**SCHEDULE**  
**[See Rule 20 (1) (A)]**

**NORMS OF PHYSICAL FACILITIES AND OPERATIONAL STANDARDS  
FOR AN OLD AGE HOME FOR INDIGENT SENIOR CITIZENS  
ESTABLISHED U/S 19 OF THE ACT**

**I. Physical Facilities**

1. Land : The land for the old age home should be adequate to comply with the Floor – Area Ratio (FAR) as prescribed by the relevant Urban body/State Government. In the case of semi-urban/rural areas, the State Government shall provide adequate land for setting up of an old age home of requisite capacity such that there is adequate land for recreation, gardening, further expansion, etc.
2. Living Space : The old age home shall, as far as possible, have minimum area per inmate as per the following norms :-
- (i) area of bedroom/dormitory per inmate - 7.5 sq. metres.
  - (ii) living area or carpet area per inmate i.e. including (i) above plus ancillary areas like kitchen, dining hall, recreation room, medical room etc. but excluding verandahs, corridors etc. - 12 sq. metres.
3. Facilities : (1) The old age home shall have the following facilities :-
- (i) residential area comprising rooms/dormitories—separately for men and women;
  - (ii) adequate water for drinking and ancillary purposes;
  - (iii) electricity, fans and heating arrangement for inmates (as necessary) ;
  - (iv) Kitchen—cum-store and office;
  - (v) dining hall;
  - (vi) adequate number of toilets and baths, including toilets suitable for disabled persons;
  - (vii) recreation facilities, television, newspaper and an adequate collection of books; and
  - (viii) first aid, sick bay, and primary healthcare facilities.
- (2) The old age home should be barrier-free with provision of ramps and handrails and where necessary, lifts, etc.

**II. Operational Standards**

1. Supply of nutritious and wholesome diet as per scale to be fixed by the State Government.
2. Adequate clothing and linen for the inmates, including for the winter season.
3. Adequate arrangement for sanitation, hygiene, and watch and ward/security.
4. Arrangement with the nearest Government hospital for emergency medical care and with the nearest Police Station for security requirements.

**Form – A**  
**[See Rule 5(1)]**

Application under section 4 of the Maintenance and Welfare of Parents and Senior Citizens  
Act, 2007

Before the Presiding Officer,  
Maintenance Tribunal,  
Sub Division \_\_\_\_\_  
Meghalaya.

I, \_\_\_\_\_ a parent/  
Senior Citizen (strike out whichever is not applicable) aged \_\_\_\_\_ presently  
residing at \_\_\_\_\_ have children/relatives  
(specify nature of relationship) (strike out whichever is not applicable) named as

a) \_\_\_\_\_ aged \_\_\_\_\_  
b) \_\_\_\_\_ aged \_\_\_\_\_  
c) \_\_\_\_\_ aged \_\_\_\_\_

respectively. My children/relatives/mentioned above at a), b), c) (strike out whichever is not applicable) are in possession of my property are entitled to inherit my property in the event of my death. I am not in a position to maintain myself from my earnings or out of the property owned by me.

Hence I am applying before this tribunal to pass suitable orders directing the above named person(s) to maintain me by giving me maintenance allowance to the tune of Rs. \_\_\_\_\_ or any amount deemed fit by the Tribunal. The above mentioned person(s) be also directed to provide me interim maintenance to the tune of Rs. \_\_\_\_\_ to meet my needs and expenditure of proceedings during the pendency of the matter before the Tribunal.

**Signature :**  
**Name of Applicant :**  
**Date :**

**Verification**

I \_\_\_\_\_ Father/Mother/  
Relative of Shri./Smti. \_\_\_\_\_ Aged \_\_\_\_\_  
Resident of \_\_\_\_\_ do hereby verify  
that the contents of paras \_\_\_\_\_ to \_\_\_\_\_  
are true to my personal knowledge.

I hereby authorize Shri./Smti. \_\_\_\_\_ of  
Organisation \_\_\_\_\_ to represent this  
matter on my behalf before the Tribunal.

**Signature :**  
**Name of Applicant :**  
**Date :**

**Form – 'B'**  
[See Rule 5(2) (b)]

**Receipt of Application**

Received application of Parent/Senior Citizen Shri./Smti. \_\_\_\_\_  
 \_\_\_\_\_ R/o \_\_\_\_\_  
 for grant of Maintenance Allowance, Registration No. of the Application is \_\_\_\_\_  
 \_\_\_\_\_.

(Authorised Signatory)  
Maintenance Tribunal

(to be maintained by the Tribunal)

Register of Maintenance claim cases : The Register shall have the following columns :-

Sl. No.	Registration No. of Application	Name of the Applicant	Age	Resident of	Application filed against (name of the Party)
(1)	(2)	(3)	(4)	(5)	(6)

Relationship to Applicant	Resident of	Amount of Maintenance allowance claimed	Date of Referral of case to Conciliation Officer	Date of Receipt of Report from Conciliation Officer	Date of Granting of interim maintenance allowance and the amount granted	Date of granting the final maintenance Order
(7)	(8)	(9)	(10)	(11)	(12)	(13)

Form – 'C'  
[See Rule 7(1)]  
Show Cause Notice

To,

(Name)  
(Description)  
(Place of Residence)

Whereas an application has been filed before me by Shri./Smti. \_\_\_\_\_  
\_\_\_\_\_ aged \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ (on date) \_\_\_\_\_ bearing registration  
No. \_\_\_\_\_ claiming Maintenance Allowance to be paid to him/her by his/her  
child/children/relatives namely:  
a) \_\_\_\_\_ b) \_\_\_\_\_  
c) \_\_\_\_\_ R/o \_\_\_\_\_, you  
having been named therein are hereby directed to appear before me in person or through your  
authorised representative on the \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 201 at \_\_\_\_\_ O' clock in the forenoon/afternoon  
and show cause in writing as to why the application should not be granted.

Take notice that in case of any default in your appearance on the day before  
mentioned, the case will be heard in your absence.

Signature of Presiding Officer of Tribunal  
Date :  
Stamp & Seal :

**Form – 'D'**  
[See Rule 7(3)]

**Notice to Applicant**

Whereas the applicant Shri./Smti. \_\_\_\_\_  
R/o \_\_\_\_\_ has applied to this Tribunal  
for grant of Maintenance allowance. The Registration No. of his/her application is \_\_\_\_\_  
\_\_\_\_\_ He/She is directed to appear before the Tribunal on the date of hearing  
in this case fixed on the \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_  
at \_\_\_\_\_ O' clock in the forenoon/afternoon.

**Signature of Presiding Officer**

**Date :**

**Stamp & Seal :**

**Form – 'E'**  
[See Rule 11(2)]

**To**

(Name)  
(Description)  
(Place of Residence)

Whereas an application has been filed before me by Shri./Smti. \_\_\_\_\_  
\_\_\_\_\_ aged \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ on (date) \_\_\_\_\_  
bearing Registration No. \_\_\_\_\_ claiming Maintenance  
Allowance to be paid to him/her by his/her child/children/relative(s) namely a) \_\_\_\_\_  
\_\_\_\_\_ b) \_\_\_\_\_  
c) \_\_\_\_\_ R/o \_\_\_\_\_

\_\_\_\_\_ respectively. You have been agreed upon as the Conciliation  
Officer by both the parties. You are requested to try and work out a settlement acceptable to both  
parties, within a period not exceeding one month from the date of receipt of the reference.

The documents concerning the matter are being forwarded hereby for further  
action.

**Signature of Presiding Officer of Tribunal**

**Date :**

**Stamp & Seal :**



**Form – 'F'**  
**[See Rule 12(2)]**  
**(Memorandum of Settlement)**

Whereas an agreement has been arrived in r/o \_\_\_\_\_  
(applicant) and \_\_\_\_\_ (respondent) and the respondent(s) have agreed  
to pay a monthly allowance to the applicant Shri/Smti (specify relationship) \_\_\_\_\_  
\_\_\_\_\_ amounting to Rs. \_\_\_\_\_

The matter is referred back to the Tribunal for final orders.

**Signature of Applicant**

**Signature of Respondents**

- 1.
- 2.
- 3.

**Signature of the Conciliation Officer**

**Date :**  
**Stamp/Seal :**

**Form 'G'**  
**[see Rule 12 (2)]**

The Presiding Officer  
Maintenance Tribunal  
Subdivision \_\_\_\_\_  
Meghalaya.

**REPORT**

Whereas an agreement dated of Shri/Smt. \_\_\_\_\_  
R/o \_\_\_\_\_ the Registration  
No. \_\_\_\_\_ of which is \_\_\_\_\_ was referred  
for conciliation, now the report regarding the action taken in the matter is hereby submitted along  
with the records received.

**Signature of Conciliation Officer**

**Date**  
**Stamp/Seal:**

**Form 'H'**  
**[ see Rule 12 (3)]**

The presiding Officer  
Maintenance Tribunal  
Subdivision \_\_\_\_\_  
Meghalaya.

**Returning of reference**

Whereas no agreement has been arrived on the application of Sh./Smt. \_\_\_\_\_  
(applicant) and \_\_\_\_\_ the respondent(s) (specify the relationship) due to  
reasons given in the report enclosed herewith the matter is referred back to the Tribunal for  
further orders.

**Signature of the Applicant**

**Signature of the Respondent**

**Signature of Conciliation Officer**

**Date**  
**Stamp/Seal:**

**Form – I**  
(see Rule 17)

Before the Appellate Tribunal,  
District \_\_\_\_\_,

**Sub: Application for grant of Maintenance allowance u/s 16 (I) of the Maintenance and Welfare of Parents and Senior Citizen Act, 2007.**

I, \_\_\_\_\_ a parent/Senior Citizen  
(strike out whichever is not applicable) aged \_\_\_\_\_ presently residing at \_\_\_\_\_  
\_\_\_\_\_ have children/relatives  
(specify nature of relationship) (strikeout whichever is not applicable) named as namely a) \_\_\_\_\_  
aged \_\_\_\_\_  
b) \_\_\_\_\_ aged \_\_\_\_\_  
c) \_\_\_\_\_ aged \_\_\_\_\_  
respectively. My children relatives mentioned above at a), b), c) (strikeout whichever is not applicable) are in possession of my property are entitled to inherit my property in the event of my death. I am not in a position to maintain my self from my earning or out of the property owned by me.

Hence I applied before the maintenance tribunal \_\_\_\_\_  
to pass suitable orders directing the above named person(s) to maintain me by giving me maintenance allowance, which was granted only for Rs. \_\_\_\_\_

Being aggrieved by the order of the maintenance tribunal, I am preferring this appeal on the following grounds:

- 1.
- 2.
- 3.

Certified that, the above stated facts are true and correct to the best of my knowledge and belief. (strikeout if not applicable) I hereby authorize Sh./Smti. \_\_\_\_\_  
of organization \_\_\_\_\_ to represent this matter on my behalf before the Appellate Tribunal.

**Signature**  
**Name of the Applicant:**  
**Date:**

**Verification**

I \_\_\_\_\_ Father/Mother/Relative of  
Sh./Smt. \_\_\_\_\_ Aged \_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ do hereby verify that the contents of paras \_\_\_\_\_  
to \_\_\_\_\_ are true to my personal knowledge.  
I hereby authorize Sh./Smt. \_\_\_\_\_ of organization \_\_\_\_\_  
\_\_\_\_\_ to represent this matter on my behalf before the Tribunal.

**Signature**  
**Name of the Applicant:**  
**Date:**

**Form 'J'**  
(see Rule 18)

Received the appeal of Parent/Senior Citizen Sh./Smt. \_\_\_\_\_  
R/o \_\_\_\_\_ against  
the impugned order of the maintenance Tribunal. Registration No. of the Application is  
\_\_\_\_\_.

(Authorised Signatory)

**Appellate Tribunal**  
(To be maintained by the appellate Tribunal)

Register of Maintenance Claim Cases : The Register shall have the following :-

Sl. No.	Registration No. of Application	Name of the Applicant	Age	Resident of	Application filed against (name of the Party)
(1)	(2)	(3)	(4)	(5)	(6)

Relationship to Applicant	Resident of	Amount of Maintenance allowance claimed	Date of passing interim Maintenance allowance and amount granted	Date of passing of final Maintenance Order	Date of Appeal	Date of Final Order
(7)	(8)	(9)	(10)	(11)	(12)	(13)

**Form 'K'**  
**[(see Rule 19(1))]**

Whereas an appeal, the registration No. of which is \_\_\_\_\_  
has been filed before me by Sh./ Smti. \_\_\_\_\_  
Aged \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ on (date) \_\_\_\_\_ claiming Maintenance Allowance to  
be paid to him/ her by his/ her children/ relative(s) named as a) \_\_\_\_\_  
b) \_\_\_\_\_ (c) \_\_\_\_\_  
\_\_\_\_\_ respectively, you having been named there  
in are hereby directed to appear before me in person or through your authorized representative on  
the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_  
O' clock in the forenoon/ afternoon, and show cause in writing as to why this appeal should not  
be granted.

Take notice that, any default of your appearance on the day before mentioned, the case  
will be heard in your absence.

**Signature of Presiding Officer**

**Date :**

**Stamp & Seal :**